

Project Management Overview

What is it?

Project Management Training will equip new project managers (POPM, SFAU PM) with the skills to effectively manage the various phases of the project management life cycle. Additionally, PM training will enable managers to place the right people with the right skills in the right place at the right time and doing the right things. The PM life cycle includes 6 phases and these training areas are outline below.

1. Confirming the Baseline

- Reviewing the Task Order
- Defining project deliverables and expectations
- Confirming baseline benchmarks by which the project manager and the project will be measured
- Setting the stage for the plan/organize/control/report cycle that comprises the majority of project time

2. Creating a Quality Plan

- Reviewing project objectives and scope
- Developing a Quality Assurance Plan
 - Determine management's expectations for the project
 - Identify continuous improvement processes & tools
 - Establish rewards & recognition for team members
 - Determine metrics & measurements for the project
- Including project risks
- Continuing to fine tune the work plan based on new information
- Ensuring that the work plan contains proper balance of business, process, technology, and people tasks

3. Organizing the Resources

- Uses outputs, including resources that are prepared to perform the project work to
 - Secure specific resources needed to execute the project
 - Create team organizational chart
 - Secure other project team resources such as workspace, hardware/software, LAN connections, etc.
 - Assign internal and external resources to task packages based on best available match of required skills
- It is the phase where team members are oriented, trained, motivated, managed, and evaluated

4. Controlling the Work

- Managing the execution of the project to meet project objectives
 - Control scope
 - Monitor project progress against baselines
 - Project future performance
 - Identify & quantify variance from baseline
 - Identify corrective actions
 - Minimize threats/risks
 - Replan

- Provide leadership
- Use effective communication tools
- Obtain support & commitment
- Fulfilling organization satisfaction goals by determining project status
- Tracking key performance indicators

5. Reporting the Status

- Using formal communication to take place of management (status, progress, performance, issues & accomplishments)
- Providing information to make changes, replan & evaluate
- Providing the project manager the opportunity to demonstrate leadership and competence

6. Completing the Project

- Obtaining formal acceptance of the deliverables
- Ensuring successful completion of project
- Performing the final project evaluation and complete project documentation
 - Summarize project results
 - Compare results
 - Recommend approaches
 - Document lessons learned
 - Document formal acceptance and closure

Many people who are new to project management struggle with identifying and understanding the roles and responsibilities of a successful project manager. These course topics below provide a general overview of basic project management skills, providing first time project managers a good starting point for building their project management skills. Each major topic is also broken down into major sub-processes, and each sub-process contains a series of deliverables outlined with tools and templates.

1. Scope/Workplan - addresses the processes required to ensure that the project includes all the work required, and only the work required for completing the project successfully
 - a. Initiation
 - b. Planning
 - c. Definition
 - d. Verification
2. Time - addresses the processes required ensuring timely completion of the project
 - a. Activity definition
 - b. Activity sequencing
 - c. Schedule development
 - d. Schedule/time monitoring
3. Cost - addresses the processes required ensuring that the project is completed within the approved budget
 - a. Resource planning
 - b. Cost analysis
 - c. Cost tracking
4. Risk - addresses the processes concerned with identifying, analyzing, and responding to project risk
 - a. Risk strategy development

- b. Risk identification
 - c. Risk quantification
 - d. Risk response development
 - e. Risk response control
- 5. Quality (Checkpoints) - addresses the processes required to ensure timely and appropriate disposition of project information
 - a. Quality planning
 - b. Quality assurance
 - c. Quality control
- 6. Communications - addresses the processes required ensuring timely and appropriate disposition of project information
 - a. Prepare the strategy
 - b. Develop detailed communication plan
 - c. Develop/implement communication activities
 - d. Assess & incorporate feedback
- 7. Human resources - addresses the processes required to make the most effective use of the people involved with the project
 - a. Organizational planning
 - b. Staff acquisition
 - c. Team development
 - d. Measure against plan
- 8. Contract - addresses the processes required to acquire external products and services
 - a. Vendor planning
 - b. Solicitation planning
 - c. Solicitation
 - d. Source selection
 - e. Contract admin
 - f. Contract close-out
- 9. Integration Management - addresses the processes required to ensure that the various elements of the project are properly coordinated
 - a. Project management plan development
 - b. Issue management
 - c. Project reporting
 - d. Project change control
 - e. Configuration management
 - f. Phase closure

